



## City of Phoenix

### 2010 – 2011 COMPENSATION AND BENEFITS REFERENCE GUIDE MEET AND CONFER UNITS

#### Fire

BENEFIT CATEGORY	005
UNIT CODE	005
UNIT REPRESENTATIVE	IAFF, Local 493
NUMBER OF REGULAR, FULL-TIME POSITIONS	1,539
COMPOSED OF	Firefighter, Fire Engineer, and Fire Captain
AGREEMENT IN FORCE	7/12/2010 – 6/30/2012
SALARY PLAN(S)	008 (56-hour) 009 (40-hour Staff) 010 (40-hour Non-Staff)
CHANGE FROM 2009 – 2010	<1.0%> eff. 7/12/2010
STEP PROGRESSION	Base classes of Firefighter, Fire Engineer, and Fire Captain have 9, 3, and 10 steps respectively. 6 months at Step 1, then 1 year between steps. (Art. 3)
WORKWEEK	24-hour shift/56-hour week, or 4- or 5-day/40-hour week. (Art. 4) (AR 2.14)
<b><u>PAY</u></b>	
BILINGUAL PAY	All unit members who meet the Fire Dept's linguistic skill quals and become certified shall receive a premium of \$75/mo. Up to 12 unit members who meet the Fire Dept's fire station bilingual coord linguistic skill quals and become certified shall receive a premium of \$300/mo. (Art. 3)
CALL OUT (CALL BACK)	3 hrs @ 1½ x regular rate (Art. 3)
COMPENSATORY TIME MAXIMUM ACCRUAL	120 hours for 40-hour employees or 168 hours for 56-hour employees. (AR 2.21) (Art. 3)

COURT INTERPRETATION & TRANSLATION	\$4 per half-day when exceeds 15-minute minimum, for sustained word-for-word oral and written assignments. (AR 2.241)
LONGEVITY PAY	<p>Qualify: 7 yrs continuous unit service. Performance meets job requirements.</p> <p>\$80 semi-annually for each yr in excess of 5 up to 30<sup>th</sup> yr.</p> <p>Semi-annual max = \$2,000 Annual max = \$4,000</p> <p>Qual: 11/29/10, Paid: 12/17/10 Qual: 5/30/11, Paid: 6/17/11</p> <p>(Art. 3)</p> <p>Qualifications for longevity pay are made in the base class and will not be affected by movement into or out of assignment positions or positions within the same pay range. (AR 2.19)</p>
MILEAGE ALLOWANCE	50 cents per mile, effective 1/1/2010 (AR 6.21)
OUT-OF-CLASS	Qualifying period of 8 shifts in 12 months; 20 hrs min per shift for 56-hr employees. (Art. 3) (AR 2.201)
OVERTIME	1½ x regular rate emergency call back or hold over; 1½ x base wage for constant staffing. (Art. 3)
PAY FOR PART-TIME EMPLOYEES	Part-time employees (excluding seasonal and temporary employees) may be considered for advancement from Pay Step 1 to Step 2 after completing 1,040 hours of work at Step 1. Advancement from Pay Step 2 to Step 3 and each subsequent step in a grade may be considered after 2,080 hours at each step. (Pay Ord. 11q) When working a City holiday, part-time employees who are non-exempt shall be paid 1½ x regular rate for time worked, up to a maximum of 8 hours (AR 2.11).
SICK LEAVE PAYOUT AS SALARY FOR PUBLIC SAFETY	Optional monthly conversion of sick leave accrual to pay, for 3 yrs, w/17 yrs of svc, if at least 2,400 unused hrs for 56-hr employees (or 40-hr employee equivalent). 6-yr maximum. (Art. 3) (AR 2.44)
STANDBY	\$1.50 per hour (AR 2.21)
UNIFORMS/CLOTHING ALLOWANCE	\$625 annual allowance; plus City pays to the Fire Dept \$135 per employee per yr for additional items as agreed on by the uniform committee. (Art. 5) (AR 2.26)

VACATION PAYOUT – PUBLIC SAFETY	Employees who have accrued 436 hrs vacation (56-hr), or 312 hrs vacation (40-hr) with 17 yrs of svc can be paid for add'l vacation leave for 3-year period. The employee may receive a one-time extension for up to 3 yrs. Employee may stop and restart this benefit one time without further qualification up to 6 yrs total. The employee may request an add'l 3-yr extension if leave balance is at least 120 hrs (56-hr employee) or 86 hrs (40-hour employee). (Art. 5) (AR 2.171)
<b><u>LEAVE OF ABSENCE</u></b>	
BEREAVEMENT LEAVE	Up to 3 days for death of immediate family member with additional time for air travel if out-of-state. (Personnel Rule 15g)
FAMILY LEAVE	Up to 12 weeks of unpaid leave upon the birth/adoption of a child or to care for a seriously ill immediate family member. (Personnel Rule 15e5)
<i>Dependent Care</i>	Up to 5 incidents/40 hours of unscheduled accumulated vacation or compensatory time per calendar year for the dependent care of an immediate family member without the leave being considered a negative factor. (AR 2.30)
<i>Emergency Family Care</i>	Up to 1 shift (8 or 10 hours) of unscheduled sick leave per incident for sudden illness or accident of an immediate family member, or up to 5 days or 40 hours (add'l 2 days if out-of-state travel required) per incident for care of an immediate family member experiencing life-threatening illness or injury. (AR 2.30) (Personnel Rule 15)
<i>Family Leave Management</i>	Employees shall be limited to a maximum of 7 incidents per calendar year for the combination of Dependent, Emergency, and Non-Emergency Family Care without the leave being considered a negative factor (unless the leave qualifies as FMLA leave). (AR 2.30)
FAMILY/MEDICAL LEAVE	Up to 12 weeks for the birth/adoption of a child, to take care of a seriously ill immediate family member, or employee's serious health condition. This includes maternity leave taken. (AR 2.143) (Personnel Rule 15c7)
HOLIDAYS	11½ legal holidays (Art. 5) (AR 2.11)
JURY DUTY	No loss of regular pay – may keep jury pay. (Art. 3) (AR 2.24)
MILITARY TRAINING	An employee shall be granted time off for up to 240 hours/30 days in any two consecutive years. For National Guard and Military Reserve, only workdays are counted. (AR 2.39)
SICK LEAVE	Accrues 10 hours per month, unlimited accrual. (56-hour employees accrue 14 hours per month)*** (Personnel Rule 15c) (AR 2.30)
<i>Also see "SICK LEAVE PAYOUT AT RETIREMENT" in the Retirement Section below.</i>	Upon the in-line-of-duty death of a City employee (or active work/approved leave status for sworn Police employees), the City will pay the full cash value of accrued sick leave existing at the time of the employee's death. (Pay Ord. 20j and 20k)

VACATION  New employees must wait 6 months before using vacation. (Personnel Rule 15b) (AR 2.18)	Years Of <u>Service</u>  0 – 5 <sup>th</sup> 6 <sup>th</sup> – 10 <sup>th</sup> 11 <sup>th</sup> – 15 <sup>th</sup> 16 <sup>th</sup> – 20 <sup>th</sup> 21 <sup>st</sup> +	Monthly Accrual <u>Rate</u>  8 hours 10 hours 11 hours 13 hours 15 hours	Max Carryover Into New <u>Calendar Year</u>  No max in 2010 No max in 2010 No max in 2010 No max in 2010 No max in 2010	Max Accrual that can be <u>Compensated at Separation</u>  240 hours 300 hours 330 hours 390 hours 450 hours
VOTING TIME OFF	Maximum time allowable is time necessary to provide three consecutive hours between opening of polls and start of work or end of work and closing of polls, as required by State law. Must be requested in writing to supervisor three days prior. (AR 2.16)			
WORK HOURS REDUCTION – FIRE	Roving fire companies and relief positions provide shifts off on a rotation basis. (Art. 4)			
<b><u>BENEFITS</u></b>				
BEHAVIORAL/MENTAL HEALTH	Provided under one of the three medical insurance plans: <ul style="list-style-type: none"><li>• CIGNA HMO – services provided by CIGNA Behavioral Health, (800) 343-2183</li><li>• Blue Cross Blue Shield HMO – services provided by Biodyne, (800) 224-2125</li><li>• Blue Cross Blue Shield PPO – services provided by BCBS of Arizona, (800) 232-2345</li></ul>			
BUS/LIGHT RAIL CARD	Free (100% subsidized) bus/light rail card (Platinum Pass) available to all active part-time and full-time employees. Contact your payroll clerk, or call Central Payroll at (602) 262-6555.			
DEFERRED COMPENSATION PLAN – 457	Provides employees with voluntary investment options designed to supplement income at retirement. Employees may choose to defer the lesser of 100% of includable income for 457 deferrals or \$16,500 during calendar year 2010 (\$17,000 during calendar year 2011). Contact Nationwide Retirement Solutions at phoenixdcp.com or (602) 266-2733, or call the Benefits Office at (602) 256-3282.			

DEFINED CONTRIBUTION PLAN – 401(a)	<p>Provides employees with additional option for tax-deferred retirement savings. Eligible employees may make personal contributions to the City 401(a) Plan by electing to defer a designated percentage of their salary to the Plan. 401(a) personal contribution elections are irrevocable. For active employees the 2010 annual maximum is \$49,000. Contact Nationwide Retirement Solutions at phoenixdcp.com or (602) 266-2733, or call the Benefits Office at (602) 256-3282.</p> <p>City contributes to 401(a) on employee's behalf an amount equal to 5.0% of employee's gross pay. (Art. 3) (Pay Ord. 19e)</p>
ELDER CARE	Provides employees, retirees, and their immediate family members with an important, free service to help with the problems of aging parents and other family members. Call EAP Preferred at (602) 534-5433.
EMERGENCY RIDE HOME PROGRAM	Provides cab vouchers for employees who ride the bus, car-pool, van-pool, bike, or walk to and from work at least three days a week. For information call the Public Works Department, Transportation Coordination at (602) 262-7119.
EMPLOYEE ASSISTANCE PROGRAM (EAP)	<p>Professional, confidential counseling services are available to full-time employees and their immediate household members to assist with personal issues, work-related problems, and eldercare concerns. For information about EAP counseling services or to schedule an appointment, call the contracted EAP provider (EAP Preferred) at (602) 534-5433*.</p> <p>Supervisors who want to consult with the EAP about an employee's work performance issues or have questions about a supervisor referral to the EAP can call EAP Preferred at (602) 534-5433 or the City EAP Coordinator at (602) 262-7216.</p> <p><b>*All Fire Department employees</b> and their families call Ron Tapscott at (602) 495-7551, the contracted EAP provider (AETNA EAP) toll-free at (888) 238-6232, or visit <a href="http://www.aetnaeap.com">www.aetnaeap.com</a>. Fire supervisors who want to consult with the EAP about an employee's work performance issues or have questions about a supervisor referral to the EAP also can call Ron Tapscott.</p>
FIRE EMPLOYEE BENEFIT TRUST – 401(h) Fund	City pays \$29.00 per pay period, per employee; employee matches contribution. (Art. 5)
FLEXIBLE REIMBURSEMENT ACCOUNT PROGRAM (FLEXRAP)	Flexible Spending Accounts allow enrolled employees to contribute pre-tax earnings to reimburse their eligible health care and/or dependent daycare expenses incurred. Employees can contribute up to \$10,000 per year for eligible health care expenses and/or up to \$5,000 per year for eligible dependent daycare expenses. Call the Benefits Office at (602) 495-5710 for more information.
HOUSING DISCOUNT PROGRAM	The “Make Phoenix Home” program is designed to offer an exclusive housing discount for City employees who purchase a primary residence within the city of Phoenix boundaries. Call the Benefits Office at (602) 262-4777 for a listing of builders participating in the Housing Discount Program.

LEGAL INSURANCE PLAN	Provides employees and their eligible dependents access to legal advice, document review and preparation, and legal representation at no cost through ARAG network attorneys. While not all legal services are covered, the reasonable monthly rate of \$19.25 allows employees to have an attorney "on retainer." Coverage includes wills, powers of attorney, trusts, and other personal legal services. For more information, visit the ARAG website <a href="http://members.ARAGgroup.com/Phoenix">http://members.ARAGgroup.com/Phoenix</a> or contact an ARAG customer care specialist at (800) 247-4184, 7 a.m. to 7 p.m. Central time, M - F. You also may call the Benefits Office at (602) 262-4777.
<b><u>INSURANCE</u></b>	
COMMUTER LIFE INSURANCE	City provides coverage for employees while commuting directly between home and job location. Employees have a \$200,000 death benefit and a reduced dismemberment benefit, if the accident occurs within two hours of leaving home or work and while following their typical route to home or work. Year-round part-time employees (excluding seasonal and temporary) may qualify for this benefit. Refer to the SelectCare® Life and AD&D Benefits booklet for eligibility requirements. (AR 2.451)
DENTAL INSURANCE	<p>City pays 100% of the monthly employee premium: \$51.90 for single CIGNA PPO dental coverage, and \$26.93 for single CIGNA DHMO coverage.</p> <p>City pays 75% (\$107.29) of the monthly premium for family CIGNA PPO dental coverage with a \$2,000 annual benefit maximum.</p> <p>City pays 75% (\$55.70) of the monthly premium for family CIGNA DHMO coverage with no annual benefit maximum.</p>
INDUSTRIAL INSURANCE	Industrial insurance pays 2/3 of base wage up to \$3,763.44 per month for first year. City pays remaining to equal regular net take-home pay. (AR 2.32)
LIFE INSURANCE (City coverage includes a provision for continuation of term group life under certain conditions.)	<p>City pays for 1x base annual salary basic life, same basic life amount for accidental death &amp; dismemberment, and \$75,000 on-duty protection. (Art. 5)</p> <p>Employees may purchase additional coverage for themselves and their dependents at group rates. (Art. 5)</p> <p>Public Safety Officers' Benefits paid by federal government, under duty-related circumstances.</p>
LONG-TERM DISABILITY PROGRAM	66 2/3% of base wage starting after 90 continuous days of absence due to medical disability. Benefit payments may continue to age 80 if warranted. Long-term disability benefit payments do not begin until all forms of paid leave (vacation, sick leave, and compensatory time) are exhausted. (AR 2.323)

MEDICAL INSURANCE ACTIVE EMPLOYEES	<p>City pays 80% of the monthly premium: which, from August 1, 2010 through July 31, 2011 equals:</p> <p>\$376.40 for single CIGNA HMO medical coverage and \$1,084.48 for CIGNA HMO family coverage.</p> <p>\$366.16 for Blue Cross Blue Shield HMO single coverage and \$1,055.20 for Blue Cross Blue Shield HMO family coverage.</p> <p>\$386.24 for single Blue Cross Blue Shield PPO medical coverage and \$1,112.96 for family Blue Cross Blue Shield PPO medical coverage. (Art. 5)</p>
MEDICAL INSURANCE SURVIVORS OF BENEFIT- ELIGIBLE EMPLOYEES	City pays 100% of monthly premium to continue existing medical insurance coverage for dependents of deceased benefit-eligible employees due to in-line-of-duty death; limitations apply. (Pay Ord. 20i) (AR 2.451)
UNEMPLOYMENT INSURANCE	When unemployment is beyond the control of the employee, terminated individual is entitled to apply for benefits from the Arizona Department of Economic Security.
<b><u>TRAINING/EDUCATION</u></b>	
TRAINING	<p>Entry and periodic job-related training as required. Other special training available based on supervisor's recommendation (see Employee Training and Development Catalog).</p> <p>40-hr staff positions receive 2 8-hr professional development days per year, assigned through the vacation signup process. (Art. 5)</p>
TUITION REIMBURSEMENT	Maximum payment shall be equal to full-time Arizona tuition charged at Arizona State University for two semesters. (AR 2.51) FY 2010 – 2011 tuition fund maximum is <b>\$7,794</b> .
<i>Textbooks and Lab Fees</i>	Full-time employees who are eligible for tuition reimbursement are eligible for reimbursement of up to <b>\$175</b> of the tuition fund for textbooks and lab fees associated with classes submitted for reimbursement. (AR 2.51)
<b><u>RETIREMENT</u></b>	

<b>RETIREMENT PROGRAM</b>	<p>Public Safety employees are covered by Arizona Public Safety Personnel Retirement System (PSPRS). Employee contributes 7.65% of total wages, while City's contribution is based on actuarial need. Employees become eligible for normal retirement benefits after 20 years of service, or at age 62 with 15 years of service. With 20 or more years of credited service an employee may enter Deferred Retirement Option Plan (DROP). Normal retirement is 50% of highest 3 consecutive yrs out of the last 20 yrs of credited service. Percentage increases in amount after 20 yrs to a maximum of 80% after 32 yrs of service. Employee may apply for a disability pension if unable, due to illness or injury, to perform a reasonable range of duties. Employees may purchase or transfer eligible service credit in other public retirement systems and active duty military service to be used toward PSPRS retirement eligibility. Call PSPRS at (602) 255-5575 or the Retirement Office at (602) 534-4400 for additional information.</p>
<b>MEDICAL EXPENSE REIMBURSEMENT PLAN (MERP)</b>	<p>Employees who were eligible to retire in 15 years or less on August 1, 2007, are eligible for MERP benefits upon retirement from the City. Basic MERP provides the retiree with a monthly check (up to \$202) whether or not the retiree enrolls in City medical coverage. A supplemental MERP amount reduces monthly medical premiums by \$10 to \$50 for retirees whose gross annual pension amount is less than \$25,000. Additionally, if you choose City health insurance coverage as a retiree, the City will reduce the health insurance premium by means of a Qualified City Contribution ranging from \$90 to \$375, depending upon your type of coverage; this amount reflects a \$50 City credit for family coverage. Questions regarding MERP should be directed to the Benefits Office at (602) 262-4777. (A.R. 2.42)</p> <p>Fire retirees receive \$202/month regardless of years of service.</p>
<b>POST EMPLOYMENT HEALTH PLAN (PEHP)</b>	<p>The City's PEHP is a tax-exempt trust authorized by Internal Revenue Code Section 501(c)(9) and is a 100% employer-paid benefit. Program provides employees eligible to retire in more than 15 years from 8/1/07 (or who were hired on or after 8/1/07), who have a payroll deduction for City medical insurance coverage (single or family) with a PEHP account. The City deposits \$150 per month into each eligible employee's PEHP account. This account is to be used by the employee when he/she retires or separates employment with the City for qualified medical expenses to include health insurance premiums. The administrator of the City's PEHP is Nationwide Retirement Solutions. Any questions regarding PEHP should be directed to Nationwide at (602) 266-2733 or toll-free at (877) 677-3678.</p>



SICK LEAVE PAYOUT AT RETIREMENT	<p><b><u>56-Hour Employees</u></b></p> <p>35% of base wage over 630 hrs if 1,260-hr trigger is met.</p> <p>60% of base wage over 540 hrs if 1,800-hr trigger is met.</p> <p>60% of base wage for all hrs if 2,400-hr trigger is met.</p> <p><b><u>40-Hour Employees</u></b></p> <p>35% of base wage over 450 hrs if 900-hr trigger is met.</p> <p>60% of base wage over 386 hrs if 1,286-hr trigger is met.</p> <p>60% of base wage for all hrs if 1,714-hr trigger is met.</p> <p>(Art. 3) (AR 2.44)</p>
<b><u>MISCELLANEOUS</u></b>	
CAREER CONSULTATION	Career consultation services available to City employees. For information call the Human Resources Department, Employment Services at (602) 495-5703.
JOB INFORMATION	Jobs currently open for recruitment, job titles and descriptions, rates of pay, and benefits information are available at phoenix.gov.
PARKING	Low-cost parking available to car-pools and van-pools in downtown area. Other spaces available on first-come, first-served basis with cost comparable to other similarly-located lots. Call the Public Works Department, Employee Parking at (602) 262-7119.
SUGGESTION PROGRAM	Cash (up to \$3,500) and other awards are given for suggestions that improve productivity or reduce costs. For information, call the Human Resources Department, Employee Development at (602) 262-6401. (AR 2.27)

### **Other Applicable Documents**

- Administrative Regulations
- City Manager Letters
- Management Procedures
- Meet & Confer Ordinance
- Meet & Discuss Ordinance
- Pay Plan
- PERB Rules & Regulations
- Personnel Department Letters
- Personnel Rules

\*\*\* For employees who have a 56-hour workweek, accrual rates are calculated by multiplying equivalent 40-hour rate by 1.4. For employees who have a 44-hour workweek, accrual rates are calculated by multiplying equivalent 40-hour rate by 1.1.

If any conflict exists between the language of this Compensation and Benefits Reference Guide and the language of the applicable Memorandum of Understanding (MOU) or other applicable documents, the MOU or other applicable documents shall prevail.